



AGENDA FOR PUBLIC MEETING
AMENDED

DATE: Monday, August 16, 2021 at 6:00pm

LOCATION: Zoom

Join Zoom Meeting <https://us02web.zoom.us/j/88480059149>

Meeting ID: 884 8005 9149

Passcode: 470259

OR

Dial 1 253 215 8782

5:30 p.m. Executive Session

Topic: Real Estate: RCW 42.30.110 (1) (b) (c); Personnel: RCW 42.30.110 (g)

6:00 Regular Meeting

1. Call to Order
2. Agenda Approval ACTION
3. Chair Announcements INFORMATION
4. Reports: INFORMATION
 - 4.1 FVRL COVID-19 Response/Organizational Report
 - 4.2 Branch Report: Sean McGill, Ridgefield Library
5. Consent Agenda ACTION
 - 5.1 Minutes Approval: July 19, 2021 meeting
 - 5.2 FVRL Expenditure Approval: Reviewed by Jane Higgins
6. Business ACTION
 - 6.1 2021-2023 Strategic Plan INFORMATION
 - 6.2 Equity Policy – Second Reading ACTION
 - 6.3 Rules of Conduct for Covid-19 Pandemic ACTION
7. Board comments
8. Setting of next regular meeting – Monday, September 20, 2021
9. Adjournment



AUGUST 2021 - ORGANIZATIONAL REPORT

1. COVID-19 Service & Staffing Response

- All locations return to full open hours
 - Staff required to mask starting Jul 29, 2021
 - Posted masks recommended for public same day
 - No meeting room use
 - No in-person programs

2. Capital Projects

- Operations Center/Grand Blvd. building
 - Insurance claims/accounting for losses/budget
 - Space planning with interior designer/architect
- Woodland Community Library
 - Foundation and Library Board work session
- Washougal Community Library
 - Three public meetings on Jul 29, 2021
 - Two focus groups with Friends
 - Identifying stakeholders

3. Executive Director's Activities: July 20 - August 15, 2021

- Washougal Building Committee Kick-off meeting
- Early Learning Center - reopening discussion with Kelly Lamm
- Deputy Director virtual interviews
- City of Vancouver: Navigation Center negotiations
- Knight Foundation Smart Cities Lab
- Administrative Strategic Planning and 2022 Budget retreat
- Ridgefield Library opening debrief
- Orientation new Yale Valley Trustee
- Visited Goldendale, White Salmon Valley and Stevenson
- Finance and Policy Committee meetings
- Deputy Director in-person interviews and presentations
- Deputy Director references
- Programming discussion
- Strategic planning - multiple meetings
- Yale Valley Library District Board meeting
- Branch Managers and Supervisors meetings

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2021
For the Month Ending July 2021 (With year-to-date totals)

	2021 Budget (Approved 12/20)	July 2021 Revenues	All Revenue Received thru July 2021	Year - to - Date Annual Budget Percent	
Property Taxes					
311.10	Property Taxes - Clark	\$23,469,214	\$69,113	\$13,355,884	56.91%
311.10	Property Taxes - Skamania	\$664,136	-\$24,222	\$416,314	62.69%
311.10	Property Taxes - Klickitat	\$1,196,404	\$8,555	\$860,146	71.89%
311.10	Property Taxes - Cowlitz	\$326,395	\$3,726	\$182,049	55.78%
	Total Property Taxes	\$25,656,149	\$57,171	\$14,814,392	57.74%
Other Taxes					
311.11	Other General Tax	\$0	\$0	\$0	0.00%
318.20	Leasehold Excise Tax	\$92,000	\$13,104	\$78,214	85.02%
	Total Other Taxes	\$92,000	\$13,104	\$78,214	85.02%
Intergovernmental, Grants & Contracts					
332.00	Federal in-lieu of Taxes	\$5,000	\$922	\$922	18.45%
333.00	Grants through ESD 112	\$0	\$0	\$0	0.00%
336.02	State In-lieu of Taxes	\$0	\$212	\$10,486	0.00%
334.84	State Grants	\$0	\$5,102	\$5,102	0.00%
335.05	State Forest Boards	\$170,000	\$165,150	\$222,822	131.07%
338.72	Yale Valley Library Dist	\$730,000	\$37,274	\$621,163	85.09%
338.72	INET City of Vancouver (PEG)	\$61,000	\$0	\$0	0.00%
338.72	Contracts - Clark County Jail	\$500	\$0	\$500	100.00%
	Total Intergovernmental, Grants & Contracts	\$966,500	\$208,661	\$860,996	89.08%
Charges for Services					
341.60	Equipment Use Fees	\$20,000	\$907	\$2,352	11.76%
347.21	Non-Resident Borrower Fee	\$2,000	\$401	\$3,184	159.22%
347.90	Lost / Damaged Material Fee	\$5,000	\$2,003	\$7,734	154.67%
347.50	Collection Agency Referral Fee	\$5,000	\$350	\$1,020	20.40%
	Total Charges for Services	\$32,000	\$3,661	\$14,290	44.66%
Miscellaneous					
361.11	Investment Interest	\$177,000	\$11,422	\$83,795	47.34%
362.00	Rental Income	\$2,500	\$0	\$0	0.00%
367.09	Restricted Contribution - GD	\$0	\$0	\$0	0.00%
367.10	Gifts/Contributions	\$3,351	\$32	\$12,156	362.76%
369.90	Library Friends Groups' Reimbursements	\$660,000	\$0	\$645	0.10%
369.90	Library Foundation Reimbursements	\$2,136,000	\$628,097	\$1,927,787	90.25%
369.40	Insurance Reimbursements	\$1,500,000	\$0	\$3,681,748	245.45%
369.90	Miscellaneous	\$8,500	\$44	\$61	0.71%
367.11	Private Grants	\$2,500	\$0	\$0	0.00%
369.90	Postage Contributions	\$0	\$0	\$0	0.00%
369.90	Other Miscellaneous - E-Rate	\$200,000	\$0	\$11,644	5.82%
395.00	Sale of Assets	\$12,000	\$158	\$537	4.48%
	Total Miscellaneous	\$4,701,851	\$639,754	\$5,718,373	121.62%
	Total Operating Revenue	\$31,448,500	\$922,352	\$21,486,265	68.32%
	Transfer in from Reserves	0	\$0	\$0	0.00%
	Total Revenues and Transfer from Reserve	\$31,448,500	\$922,352	\$21,486,265	68.32%

7/12 months = 58.33%

Jan.-Dec. 2021 Fiscal Year

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2021
For the Month Ending July 2021 (With year-to-date totals)

Bars	Description	2021 Budget (Approved 12/20)	July 2021 Expenditures	Year-to-Date Totals thru July 2021	Year to Date Annual Budget Percentage
Personnel					
572.10	Wages	11,563,314	877,535	5,993,351	51.83%
572.24	Benefit - Medical	2,501,458	182,962	1,357,173	54.26%
572.24	Benefit - Dental	306,644	23,589	162,678	53.05%
572.24	Benefit - Life, LTD, STD	132,891	8,603	59,178	44.53%
572.22	Benefit - PERS	1,459,354	119,990	770,809	52.82%
572.21	Benefit - FICA	871,318	65,507	447,031	51.31%
572.25	Benefit - L & I - Workers Compensation	117,603	5,844	38,904	33.08%
572.25	Benefit - PFML	17,941	1,287	8,793	49.01%
572.28	Unemployment Expense	10,000	0	1,600	16.00%
	Personnel Subtotal:	16,980,523	1,285,317	8,839,517	52.06%
Supplies					
572.30	Supplies	400,000	30,917	273,873	68.47%
572.35	Small Equipment (FF&E)	500,000	28,456	220,934	44.19%
572.38	Technology	525,000	211	444,563	84.68%
572.33	Professional Collection / Tech	300,000	11,742	128,279	42.76%
	Supplies & Small Equipmt/Tech Subtotal:	1,725,000	71,326	1,067,649	61.89%
Library Books / Materials					
572.34	Library Books & Materials	2,400,000	101,355	884,468	36.85%
572.39	Electronic Resources	1,400,000	159,792	968,066	69.15%
	Library Materials Subtotal:	3,800,000	261,147	1,852,534	48.75%
Other Services / Charges					
572.41	Professional Services	1,238,000	74,455	684,938	55.33%
572.42	Communications	419,400	30,451	264,776	63.13%
572.43	Training / Travel	108,000	6,287	15,998	14.81%
572.44	Advertising	29,000	1,442	7,746	26.71%
572.45	Rentals / Leases	519,200	78,328	644,305	124.10%
572.46	Insurance	223,700	0	184,885	82.65%
572.47	Utilities	408,500	31,184	181,055	44.32%
572.48	Repairs & Maintenance	775,000	40,002	368,937	47.60%
572.49	Misc / Dues / Printing / Other	131,200	5,532	54,062	41.21%
572.50	Intergovernmental Services	2,500	240	2,247	89.88%
	Other Charges & Services Subtotal:	3,854,500	267,921	2,408,949	62.50%
Capital Outlay					
594.62	Buildings / Non-Owned	2,000,000	199,578	500,295	25.01%
594.62	Buildings / Owned	2,000,000	73,023	1,597,905	79.90%
595.62	Yale Project	730,000	23,476	410,918	56.29%
594.64	Machinery & Equipment	196,477	0	120,879	61.52%
	Capital Outlay Subtotal:	4,926,477	296,077	2,629,996	53.38%
Reserved Amount					
572.41	Professional Services-2021 Projects	0	0	0	0.00%
		0	0	0	0.00%
Total Operating Expenditures:		\$ 31,286,500	\$ 2,181,788	\$ 16,798,645	53.69%
Total Reserved Projects		162,000	0	132,769	81.96%
Grand Total All Expenditures:		\$ 31,448,500	\$ 2,181,788	\$ 16,931,414	53.84%

July is the 7th month of the fiscal year.
Year-to-date budget percentages should be at 58.33%, representing 7/12 months.

AUGUST BRANCH HIGHLIGHTS

August 16, 2021

SUPPORTING STUDENT SUCCESS

- Vancouver Library Senior Youth Services Librarian, Annika Robbins led a book group for the summer interns from NEXT, which is a local organization that helps youth aged 16-24 plan for their future, earn work experience, and provides access to other resources they may need. The interns have been working with staff across the district in all different aspects of library service.
- Cascade Park Library hosted a virtual field trip with the first graders at Crestline Elementary School. This school usually brings their first graders to the library every year at the end of the year to learn about Summer @ The Library and the library was pleased to continue this tradition virtually. Manager, Mary Abler created a presentation overview of the library and Senior Library Assistant, Steve Williams provided a mini storytime. They saw about 72 students and made 25 library cards.

BUILDING CONNECTED COMMUNITIES

- The three Gorge Library Managers have been attending virtual meetings to support Native American youth and Migrant Farm Student Workers. They regularly work with [Columbia River Inter-Tribal Fish Commission](#), [The Wave Foundation](#) (food distribution) and [The Next Door](#) for giving out supplies at In Lieu sites. Stevenson and Goldendale Library Managers, David Wyatt and Terra Mcleod were able to go along to give out Summer at Your Library starter kits for children and teens.
- Three Creeks Library Senior Youth Services Librarian, Elizabeth Moss went to the Party in the Parks and Grand Opening of the North Image Park with Librarian, Rebekah C. from Cascade Park Library. They saw 186 people, gave away a lot of great books supplied by the Foundation and signed up 9 people for new library cards. People in the community were so happy the libraries are opening up again and really value the library.

STAFF – COMMUNITY ENGAGEMENT

- Washougal Library Manager, Rachael Ries presented with Washougal High School Librarian, Hillary Marshall at the Future Focused Educator Summit. It was Rachael's first time presenting in a virtual conference and she learned how to use Hopin, the event platform.
- Vancouver Library Public Service Librarian, Diane C. and Senior Library Assistant, Marco participated in the Espacio de Arte en el Parque (Art in the Park) at the Evergreen Park in Vancouver. This event is co-hosted by Fourth Plain Forward and the Vancouver Ballet de Folklorico

FOSTERING A CULTURE OF INNOVATION

- Washougal Library Senior Library Assistants, Deena and Traci have been coming up with creative display ideas, crafts and passive programs in the branch. Inside there is an “I Spy” game (photo on right), Guessing Game, and Scavenger Hunt. In the window they have two butterfly wings decorated by community members that one can stand in front of and take a photo. There is also chalk art done by young Washougal artists.
- Vancouver Community Library was once again selected as the Best Indoor Entertainment venue in Vancouver through the Columbian's annual Best of contest.
- Senior Library Assistant at Cascade Park Library, Bonnie put together a spice experience kit for adults featuring some turmeric, the history of the spice and a recipe for turmeric rice. It was incredibly well received and they were tickled to see an exchange of tweets between one of our patrons and the Chicago Public Library who learned of our endeavor.



PATRONS' COMMENTS

Two teens were looking at the LibCabinet outside the Mall Library, and one said, “Look at this! It's the coolest thing in the world!”

After the Mall Library staff spending some time helping a patron to print and scan her documents, she told the staff that they were lifesavers, and she would have been deported without the library.

"I take care of 2 of our grandchildren every week, for 12 hours a day. The crafts are so much fun for our 2 and 3 year olds. Thank you so, so much!"

"I just helped a patron replace her card and she told me she was interested in Lynda.com. I showed it to her and she was so happy and excited to be able to access all the courses for free."

A patron came in to the Goldendale Library and expressed his gratitude, saying he saves \$100 a month because of the hot spots.

“Our sincerest thanks for your help and wonderful selection. We went to the library in downtown Vancouver and checked out two books about deck building and woodworking. They were perfect resources this summer, which helped us to save \$6,000 by redoing our deck ourselves. The books had safety checks, code standards, helpful tips, and overall excellent guidance. In addition to two great books in your system, we were thrilled with the help we received at the front desk. She sent us to the exact location we needed. It was such a great experience. Thank you again! Your work is so important.”

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
Board of Trustees Public Meeting**

July 19, 2021

5:00 – 5:45p.m. Work Session

Meet with Fort Vancouver Regional Library Foundation Board – joint planning session

1. CALL TO ORDER

Chair Smith called the regular meeting to order at 6:00pm noting that there was a work session prior to this meeting between the FVRL Foundation Board and the FVRL Board of Trustees. No decisions were made.

ATTENDEES: All participation was virtual per Governor’s proclamation #20-25.2.

Board Members: Jane Higgins, Kelsi Gilkey, Brian Carrico, Mary Ann Duncan Cole, Kelly Smith, Kate Maple

Brian Carrico excused himself from the meeting at 6:45pm due to a time conflict.

Administrative Team: Amelia Shelley, Executive Director; Lynne Caldwell, Collection & Technology Services Director; Justin Keeler, Outreach & Community Partnerships Director; Amy Lee, Public Services Director; Carrie Greenwood, Finance Director; Lee Strehlow, Human Resources Director; Recording: Sami Bretherton, Executive Assistant; Guests: Ruth Shafer, Rick Smithrud

2. AGENDA

MOTION: Jane Higgins moved and Brian Carrico seconded approval of the agenda. The motion carried unanimously via roll call.

3. CHAIR ANNOUNCEMENTS

Congratulations on the Ridgefield Community Library grand opening. The event had great turnout and was great for the community. Congratulations to Vancouver Community Library on their 10 year anniversary. The FVRL Board has received citizen comments and thanks the public for their comments.

4. REPORTS

4.1 Executive Director’s Organizational Report and FVRL COVID-19 Response: Amelia Shelley and Administrative Team

Shelley and the Administrative team reported on the work the library district is doing to continue to serve our patrons and support our employees as we open up our libraries after the pandemic.

4.2 Branch Report: White Salmon Community Library, Ruth Shafer

Shafer gave an overview of White Salmon library activities.

4.3 Foundation Report: Rick Smithrud, Executive Director

Smithrud gave an update on the Foundation’s work.

4.4 2021 FVRL Work Plan Update

Shelley presented the work projects performed by FVRL in 2021.

5. CONSENT AGENDA

5.1 Minutes Approval – June 21, 2021 meeting

5.2 FVRL Expenditure Approval: Reviewed by Mary Ann Duncan Cole

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the consent agenda. The motion carried unanimously via roll call.

BUSINESS

6.1 2021 Budget – YTD Review

Greenwood and Shelley gave an overview of the 2021 Budget year to date.

6.2 2021 Reserve Plan

Shelley discussed the 2021 reserve plan with the Trustees.

6.3 2022 Budget Calendar

Shelley reviewed the 2022 Budget Calendar and asked Board for approval as outlined.

MOTION: Mary Ann Duncan Cole moved and Jane Higgins seconded approval of the 2022 Budget Calendar. The motion carried unanimously via roll call.

6.4 Equity Policy – First Reading

This is the first reading of the Equity policy and will be brought back to the Board at the next meeting for comment. There will be an adjustment made to the wording that the strategic plan is part of the consideration when the policy is reviewed. Policy committee member, Jane Higgins, stated that policies are reviewed every 5 years and live longer than the Strategic Plan which expires in 3 years.

7. CITIZEN COMMENTS

Written comments were received from: Laura Hossler, Alan Ray, Allen Rogers, Jeannette Lopez, David Wright, Colleen Saylor, Judy June, Carol Meyer, Ed Nunnally, Tina Lambert, Kristin Mangino, Daniel Grant, Mr. and Mrs. Grant, Polly Fenning, Sherri Weber, Marilyn Roggenkamp, Lori Judkins, Oksana Pitchenko, Jackie O, Cathy Martin, May Jackson, Sheila Craig, Merry Horst, Shelly Sjogren, Quill Onstead, Suzanne Carlson, Jack & Anna, Debbie Graham, Amy Jarman, Eduard Goncharuk, Gary Wilson, Mindy Ding, Randall L Rathbun, Constance Dean

8. BOARD COMMENTS

Some of the Board members would like to be educated about Hotspots so they are better informed.

9. NEXT REGULAR MEETING

The next meeting is Monday, August 16, 2021 (Cascade Park Community Library/Hybrid)

10. ADJOURNMENT

The meeting adjourned at 7:46pm

Approved:

Kelly Smith, Chair

Date

Kelsi Gilkey, Secretary

Date

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

As of

August 16, 2021

As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, August 16, 2021, The Board of Directors, by a _____
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued
July 1, 2021 through July 31, 2021

Accounts Payable Warrants Issued	Numbers	<u>112781</u>	Through	<u>112976</u>	<u>\$ 1,128,585.27</u>
Accounts Payable EFT Payments		<u>EFT00907</u>	Through	<u>EFT00932</u>	<u>\$ 62,511.14</u>
Accounts Payable Warrants Voided	Numbers	EFT00909, 110743, 112894			<u>(\$ 6,238.53)</u>
Payroll Warrants Issued	Numbers	_____	Through	_____	_____
Payroll Transactions Voided	Numbers	_____			<u>(_____)</u>
Payroll Direct Deposits Issued	Numbers	<u>7/9/2021</u>	Through	<u>7/22/2021</u>	<u>\$ 810,587.94</u>
Electronic Fund Transfers Completed					
<i>Vendor</i>	<i>Date</i>				<i>Amount</i>
WA Dept. of Revenue	7/26/2021				1,298.27
Kaiser	7/28/2021				16,313.95
Kaiser	7/28/2021				61.75
WA Dept of Retirement	7/12/2021				6,371.98
WA Dept of Retirement	7/16/2021				87,861.74
WA Dept of Retirement	7/29/2021				6,466.84
WA Dept of Retirement	7/30/2021				72,768.84
					<u>\$ 191,143.37</u>
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids					<u><u>\$ 2,186,589.19</u></u>
Total Transactions for Approval					\$ 2,186,589.19

 AUDITING TRUSTEE

 EXECUTIVE DIRECTOR

BOARD COVER WORKSHEET

BOARD DATE:

August 16, 2021

<u>Date Paid</u>	<u>Warrant Numbers</u>	<u>Amount</u>	<u>Void/Cancel Amounts</u>
Accounts Payable			
July 9, 2021	112781-112816	74,036.23	
July 9, 2021	112817	475.45	
July 9, 2021	112818-112819	2,962.50	
July 14, 2021	112820-112877	297,930.36	
July 20, 2021	112914-112916	6,336.08	
July 23, 2021	112878-112913	118,006.18	
July 28, 2021	112917-112976	628,838.47	
Total Accounts Payable Warrants Issued		1,128,585.27	
Accounts Payable EFT Payments			
July 2, 2021	EFT00907-EFT00910	18,307.28	
July 14, 2021	EFT00911-EFT00920	7,281.74	
July 20, 2021	EFT00921-EFT00925	232.05	
July 30, 2021	EFT00926-EFT00932	36,690.07	
Total Accounts Payable EFT Payments		62,511.14	
Accounts Payable Voids and Cancels			
July 7, 2021	EFT00909		200.00
July 8, 2021	110743		8.63
July 21, 2021	112894		6,029.90
Total Accounts Payable Warrant Voids and Cancels			6,238.53
Total Payroll Warrants Issued		0.00	
Total ADP ACH Auto Pull			
July 9, 2021		292,522.38	
July 9, 2021	State Family & Medical Leave	1,715.90	
July 9, 2021	Federal	95,527.03	
July 9, 2021	Oregon	3,256.52	
July 22, 2021		312,443.38	
July 22, 2021	State Family & Medical Leave	1,794.33	
July 22, 2021	Federal	100,074.80	
July 22, 2021	Oregon	3,253.60	
Total Payroll Direct Deposit Transfers		810,587.94	
ACH EFT Transfer			
July 26, 2021	WA Department of Revenue	1,298.27	
July 28, 2021	Kaiser	16,313.95	
July 28, 2021	Kaiser	61.75	
July 12, 2021	WA Dept of Retirement	6,371.98	
July 16, 2021	WA Dept of Retirement	87,861.74	
July 29, 2021	WA Dept of Retirement	6,466.84	
July 30, 2021	WA Dept of Retirement	72,768.84	
Total ACH EFT Transfers		191,143.37	
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids		2,192,827.72	6,238.53
Total Funds to Approve for Disbursement			2,186,589.19

Finance Director Reviewed

Carrie Greenwood

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

EQUITY POLICY

DRAFT

Purpose

Fort Vancouver Regional Libraries (FVRLibraries) recognizes that inequities exist and historically have not been identified or addressed within our organization and the communities we serve. The Equity Statement serves as the framework for creating and maintaining an environment of equity, diversity, and inclusion (EDI).

Policy

This policy implements FVRLibraries Equity Statement.

FVRL's Equity Statement

FVRLibraries is committed to the work of creating equity in our communities by becoming an organization that listens to and acts upon the perspectives and experiences of people from systemically marginalized groups in our decision-making, policies, and practices.

FVRLibraries continuously promotes equity, diversity, and inclusion by identifying and eliminating barriers impacting our staff and the public, by supporting broader public access to library programs, resources and services, and by providing the public and staff opportunities for growth through employment and education.

As a key component **of building and supporting** our organizational culture, FVRLibraries will engage staff in EDI training, learning, self-reflection, and discussion in an effort to do this work.

This policy applies to all Library staff and volunteers including members of the Board of Trustees and all library policies, practices and activities.

Definitions

The various terms and definitions used in this policy can be found in the [Equity Toolkit Glossary](#) (Make this a hyperlink to Source)

Administration

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

Severability

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph,

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT
EQUITY POLICY
DRAFT**

subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

Continuance

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Related Policies: Discrimination and Anti-Harrassment, Equal Opportunity, Provision of Library Service to New Areas, Personnel, and Collection.

Applicable Statutes: RCW 49.60.30 Freedom from Discrimination, RCW 49.60.180 Unfair Practices of Employers, RCW 1.20.100 Diverse Cultures and Languages;

Approval:

Fort Vancouver Regional Library District
Staff Report 2021-24
Addition - Rules of Conduct

To: Board of Trustees

From: Amelia Shelley

Date: 08/16/21

Subject: Temporary Addition to existing Rules of Conduct Policy

Key Points:

- Follows Washington Secretary of Health's Recommendation to require masks on all users over the age of 5, regardless of vaccination status.

Overview:

FVRL is seeking emergency approval of an addition to its Rules of Conduct Policy pertaining to the use of masks by visitors to our facilities. Due to the increase in active COVID-19 cases driven by the Delta variant, the Washington Secretary of the Department of Health has issued guidance for businesses that provide services to children and/or are congregant settings where numbers of people gather.

Our libraries have seen an increase in use over the past two months as COVID-19 restrictions have eased. Every day, staff are faced with numerous visitors entering the buildings without face coverings and being unsure of that person's vaccination status. Often, those without masks are children of indiscriminate age making it impossible to know whether or not they have been vaccinated.

In order to provide a safe and healthy work environment for both the public and our staff. We recommend that the Board pass an emergency addendum to our existing Rules of Conduct Policy that allows FVRL to enforce mandatory mask wearing by visitors. FVRL already requires all staff to wear masks in the workplace except when isolated in an office alone, in a vehicle alone or while outside.

Action Requested:

Staff requests the Board pass this policy on a single reading to assist our staff with preventing the spread of COVID-19.

Advantages:

Compliant with state and federal guidance.

Disadvantages:

None



STATE OF WASHINGTON

DEPARTMENT OF HEALTH

*PO Box 47890 • Olympia, Washington 98504-7890
Tel: 360-236-4030 • 711 Washington Relay Service*

ORDER OF THE SECRETARY OF HEALTH AMENDING ORDER 20-03

20-03.3

Face Coverings - Statewide

WHEREAS, Washington State Governor Jay Inslee has issued Proclamation 20-05, subsequently amended and extended, proclaiming a statewide State of Emergency due to an outbreak of coronavirus disease 2019 (COVID-19) in the United States and community spread of COVID-19 in Washington State; and

WHEREAS, COVID-19 spreads mainly from person to person through respiratory droplets when infected people, many of whom do not exhibit COVID-19 symptoms, cough, sneeze, or talk, and evidence shows that wearing a cloth face covering reduces an infected person's chance of spreading the infection to others and may protect uninfected persons from larger droplets from infected people around them; and

WHEREAS, the Washington State Department of Health, the United States Centers for Disease Control and Prevention (CDC), and the World Health Organization recommend that people wear cloth face coverings when they are gathered with non-household members or in public settings, given the substantial number of cases of COVID-19 infection, these precautions must be mandatory; and

WHEREAS, although many Washingtonians wear face coverings voluntarily when in public, requiring all Washingtonians to wear cloth face coverings in public, subject to certain exceptions, helps control and prevent the spread of COVID-19 in Washington State; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to constitute an emergency threatening the safety of the public health, demanding action by the Secretary of Health, and only a small number of Washington's local health officers have issued orders requiring the general public in their jurisdictions to wear cloth face coverings in public; and

WHEREAS, on June 24, 2020, Order of the Secretary of Health 20-03 was issued, directing every person in Washington State to wear a face covering when in any indoor or outdoor public setting, subject to certain exceptions; and

WHEREAS, on July 24, 2020, Order of the Secretary of Health 20-03.1 was issued, directing every person in Washington State to wear a face covering when outside of their dwelling unit, subject to certain exception; and

WHEREAS, on May 17, 2021, Order of the Secretary of Health 20-03.2 was issued, exempting fully vaccinated people in Washington state from the requirement to wear face coverings in public, except in certain limited settings; and

WHEREAS, for the same reasons stated above, requiring people, especially those who are not yet fully vaccinated, to wear face coverings when in a place where non-household members are present or generally accessible to non-household members will help control and prevent the spread of COVID-19 in Washington State; and

WHEREAS, it is scientifically appropriate to amend the face covering order to provide additional detail and clarity and incorporate new CDC guidance recommending that people need not wear face coverings outdoors.

NOW, THEREFORE, I, Umair A. Shah, MD, MPH, Washington State Secretary of Health, as a result of the above-noted situation, and under RCW 43.70.130, RCW 70.05.070, WAC 246-100-036, and any other applicable authority, do hereby amend Orders 20-03, 20-03.1, and 20-03.2 and order as follows:

General Face Covering Requirement

Every person in Washington State must wear a face covering that covers their nose and mouth when they are in a place where people from outside their household are present or in a place that is generally accessible to people from outside their household, subject to the exceptions and exemptions below.

- If a person lives in a congregate living setting where they share living facilities with other residents, their household includes only the people who regularly reside in their bedroom. They must wear a face covering when they are outside their bedroom in any common area inside the building, subject to the exceptions and exemptions below.

Exceptions to General Face Covering Requirement

People are not required to wear face coverings in any of the following situations:

- When outdoors. People who are not fully vaccinated against COVID-19 are encouraged to wear face coverings in crowded outdoor settings, such as at sporting events, fairs, parades, concerts, and similar settings where there is decreased ability to consistently maintain physical distance between non-household members;
- At a small indoor gathering in a place not generally open to the public that is attended only by people fully vaccinated against COVID-19 and by unvaccinated people from a single household in which no one is at increased risk for severe illness from COVID-19;
- While engaged in indoor training or competition in any type of sport designated by the Department of Health or in outdoor training or competition in any type of sport;
- While swimming or engaged in other water sports or recreation;
- While engaged in the act of eating or drinking;
- While showering, bathing, or engaging in other personal hygiene or grooming activities that require the removal of the face covering;
- When any party to a communication is deaf or hard of hearing and not wearing a face covering is essential to communication;

- While obtaining a service that requires temporary removal of the face covering;
- While sleeping;
- When necessary to confirm the person's identity;
- When federal or state law prohibits wearing a face covering or requires the removal of a face covering; or
- When unable to put on a face covering due to an emergency.

People Exempt from General Face Covering Requirement

The following people are exempt from the requirement to wear a face covering:

- People who are fully vaccinated against COVID-19, except when in:
 - Health care settings, in accordance with CDC health care infection prevention and control recommendations;
 - Correctional facilities in areas where incarcerated individuals are present or expected to be present;
 - Homeless shelters in areas where individuals being served are present or expected to be present; or
 - K-12 schools, childcare facilities, camps, or other youth settings in areas where children are present or expected to be present;
- Children younger than five years old;
 - Children who are younger than two years old should never wear face coverings due to the risk of suffocation.
 - Children who are two, three, or four years old, with the assistance and close supervision of an adult, are strongly recommended to wear a face covering at all times in public settings when around non-household members; and
- People with a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering. This includes, but is not limited to, people with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

Additional Provisions

- Any frequently asked questions or other guidance explaining or interpreting this order issued by the Department of Health is automatically incorporated herein.
- Types of face coverings permitted.
 - For purposes of this order, a face covering must:
 - Fit snugly against the sides of the face;
 - Completely cover the nose and mouth;
 - Be secured with ties, ear loops, elastic bands, or other equally effective method; and
 - Include at least one layer of tightly woven fabric without visible holes, although multiple layers are strongly recommended.
 - A face covering may also be a mask or face covering that provides a higher level of protection than a cloth face covering, such as a medical procedure/surgical mask, a KN95 mask, or an N95 mask.
 - Clear masks or cloth masks with a clear plastic panel may be used when interacting with people who are deaf or hard of hearing, young children or students learning to read, students learning a new language, people with disabilities, and people who need to see the proper shape of the mouth for making appropriate vowel sounds.

- A person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).
- A person is at increased risk for severe illness from COVID-19 if they have any of the medical conditions identified by the CDC as making a person more likely to get severely ill from COVID-19. These conditions are currently listed on the following CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.
- Face covering requirements imposed by other public agencies or officials.
 - Face covering requirements lawfully imposed by another public agency or official are to be followed if they are more protective than the requirements in this order. If they are less protective, then this order must be followed.
 - Notwithstanding the foregoing, any face covering requirements imposed pursuant to an order of the Governor take precedence over this order.

This order shall take effect on June 30, 2021, and remain in effect until rescinded or superseded by a subsequent order of the Secretary of Health or until the Governor issues a proclamation declaring the termination of the State of Emergency declared by Proclamation 20-05, as amended and extended by subsequent amendatory proclamations, whichever is earlier.

Members of the public are required by law to comply with this order, and violators may be subject to enforcement action pursuant to RCW 43.70.130(7), RCW 70.05.120(4), and WAC 246-100-070(3).

Signed this 29th day of June, 2021.



Umair A. Shah, MD, MPH
Secretary of Health

FORT VANCOUVER REGIONAL LIBRARY DISTRICT ADDITIONAL RULES OF CONDUCT

PURPOSE

This policy is supplemental to the Rules of Conduct and applies to all visitors to all facilities and properties of Fort Vancouver Regional Library District (FVRL) to be in force during the COVID-19 pandemic under the Governor's Proclamation 20-05 and its subsequent amendments. Parents or caregivers are responsible for the behavior of minor children in their charge. FVRL is adopting these Additional Rules of Conduct related to the COVID-19 Pandemic to protect the health and safety of our visitors and staff.

POLICY

The directives, mandates, orders and guidance for responding to COVID-19 will evolve as we move through this public health emergency. FVRL has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities. FVRL's Rules of Conduct will be updated regularly to reflect current public health guidance.

FVRL will clearly post behavior expectations, specific to the pandemic, at the entrance of every location as well as on our website. Visitors unable to comply with posted COVID-19 safety requirements may access services through remote or outdoor options.

1. Face coverings are required in public spaces

All library visitors over the age of 5 must wear a mask covering their nose and mouth at all times. Masks are recommended for children ages 2 to 4 with parental supervision. This rule applies to all FVRL locations and includes people who have received the COVID-19 vaccination.

- Adult and child-sized masks are available for those who forget to bring them
- Food and drink are not allowed in our facilities to support masks being worn properly
- If you are unable to wear a mask for any reason, the following accommodations are available to allow you to continue to access Library services:
 - Curbside pickup of holds
 - Online or virtual resources and services

2. Library services may be limited

- Meeting rooms may not be available for public use
- Visitors may be required to limit their time in the library to allow others access
- Visitors may need to maintain appropriate distance from other users and staff
- Some areas of the facility, seating and equipment may be unavailable
- Some library services may be available only online, by phone or email

These Additional Rules of Conduct will remain in effect until the Board, based on the guidance of federal, state, and local public health officials, revises or rescinds them.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

Relevant policies:

[Rules of Conduct](#)

Board Approved: Original Policy

	July Circulation			YTD Circulation		
	2021	2020	Change	2021	2020	Change
Battle Ground Community Library	45,257	15,518	191.64%	217,272	162,430	33.76%
Cascade Park Community Library	66,319	24,709	168.40%	322,267	185,412	73.81%
La Center Community Library	6,586	2,284	188.35%	37,072	17,515	111.66%
Ridgefield Community Library	11,340	2,447	363.42%	39,282	18,917	107.65%
Three Creeks Community Library	49,597	17,119	189.72%	239,646	161,763	48.15%
Vancouver Community Library	53,395	23,505	127.16%	262,832	255,543	2.85%
Vancouver Mall Library	12,564	4,923	155.21%	64,537	48,139	34.06%
Washougal Community Library	8,716	3,456	152.20%	52,985	27,414	93.28%
Green Mountain Library Express	2	0	#DIV/0!	91	386	-76.42%
Yacolt Library Express	4,135	1,020	305.39%	17,230	15,453	11.50%
LibCabinet at Vancouver Mall	333			6,069		
Clark County Total	258,244	94,981	171.89%	1,259,283	892,972	41.02%
Woodland Community Library	5,135	2,146	139.28%	29,781	18,324	62.52%
Yale Library Express	532	110	383.64%	1,755	1,310	33.97%
Cowlitz County Total	5,667	2,256	151.20%	31,536	19,634	60.62%
Goldendale Community Library	5,735	2,170	164.29%	28,106	25,283	11.17%
White Salmon Valley Community Library	11,441	3,714	208.05%	59,377	37,852	56.87%
Klickitat County Bookmobile	272	75	262.67%	823	3,240	-74.60%
Klickitat County Total	17,448	5,959	192.80%	88,306	66,375	33.04%
North Bonneville Community Library	560	238	135.29%	3,932	1,817	116.40%
Stevenson Community Library	4,366	2,109	107.02%	25,038	19,274	29.91%
Skamania County Bookmobile	904	148	510.81%	2,575	3,031	-15.04%
Skamania County Total	5,830	2,495	133.67%	31,545	24,122	30.77%
District-wide renewals	303	99	206.06%	1,669	1,213	37.59%
Mail	3,232	1,009	220.32%	30,693	4,553	574.13%
InterLibrary Loan Materials	226	167	35.33%	691	1,159	-40.38%
Misc Total	3,761	1,275	194.98%	33,053	6,925	377.30%
Downloadable eBooks	57,515	66,157	-13.06%	428,561	430,507	-0.45%
eMagazines	2,143	2,396	-10.56%	17,671	19,205	-7.99%
Downloadable & streaming audiobooks	52,467	47,607	10.21%	364,469	319,618	14.03%
Downloadable & streaming music	21,278	21,697	-1.93%	168,149	162,440	3.51%
Streaming video	9,535	9,852	-3.22%	66,867	59,880	11.67%
eContent Total	142,938	147,709	-3.23%	1,045,717	991,650	5.45%
TOTAL	433,888	254,675	70.37%	2,489,440	2,001,678	24.37%

2021 Dashboards by Month - July

Circulation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	354,354	319,583	342,027	315,867	345,954	376,692	433,369					
2020	483,598	449,054	340,879	152,603	156,419	163,041	254,675	362,437	345,682	358,318	332,472	359,326
2018	392,454	351,781	385,228	366,670	363,980	385,974	404,541	443,089	433,060	484,385	457,456	440,719
2017	380,454	358,623	406,079	375,833	367,121	385,120	397,687	398,107	352,918	376,854	364,317	349,375
2016	369,011	352,219	380,314	353,056	352,544	393,273	390,305	400,616	366,446	385,751	378,491	362,957
2015	377,040	335,845	375,191	363,677	350,381	384,435	411,510	396,692	364,930	384,285	357,395	352,286
2014	364,890	326,688	387,534	363,722	359,409	378,737	403,111	383,340	341,168	386,424	345,988	344,107
2013	364,478	324,143	349,755	355,702	348,329	372,329	390,912	377,589	328,140	360,895	339,723	315,994
2012	358,207	346,336	367,829	338,075	351,923	388,769	380,579	375,582	332,854	370,860	350,841	314,357
2011	305,926	293,701	346,568	309,024	306,768	335,800	350,535	369,819	330,437	347,941	343,405	317,387
2010	301,432	277,709	317,131	296,673	291,102	341,362	341,358	324,505	306,311	313,173	290,997	281,436

Circ by Branch

July	2021	2020	2021	2020
eContent	142,938	147,709	33.0%	58.1%
Cascade Park	66,319	24,709	15.3%	9.7%
Vancouver	53,395	23,505	12.3%	9.2%
Three Creeks	49,597	17,119	11.4%	6.7%
Battle Ground	45,257	15,518	10.4%	6.1%
Vancouver Mall	12,564	4,923	2.9%	1.9%
White Salmon	11,441	3,714	2.6%	1.5%
Ridgefield	11,340	2,447	2.6%	1.0%
Washougal	8,716	3,456	2.0%	1.4%
La Center	6,596	2,284	1.5%	0.9%
Goldendale	5,735	2,170	1.3%	0.9%
Woodland	5,135	2,146	1.2%	0.8%
Stevenson	4,366	2,109	1.0%	0.8%
Yacolt	4,135	1,020	1.0%	0.4%
Mail	3,232	1,009	0.7%	0.4%
BKS	904	148	0.2%	0.1%
North Bonneville	560	238	0.1%	0.1%
Yale	532	110	0.1%	0.0%
LibCabinet	333		0.1%	
BKK	272	75	0.1%	0.0%
Green Mountain	2	0	0.0%	0.0%
	433,369	254,409		

Circulation by format

July	2021	2020	2021	2020
Book	243,181	87,448	56.1%	34.4%
eBook	57,515	66,157	13.3%	26.0%
eAudio	52,467	47,609	12.1%	18.7%
DVD & Video	28,980	13,310	6.7%	5.2%
eMusic	21,278	21,597	4.9%	8.5%
Audiobook	11,024	4,047	2.5%	1.6%
eVideo	9,535	9,852	2.2%	3.9%
Magazine	5,829	1,387	1.3%	0.5%
eMagazine	2,143	2,396	0.5%	0.9%
Music	1,150	450	0.3%	0.2%
Misc	215	135	0.0%	0.1%
Hotspots	77	-	0.0%	
	433,394	254,388		

Washougal residents share ideas for future library

 camaspostrecord.com/news/2021/aug/05/washougal-residents-give-ideas-for-future-library

August 5, 2021

Wishlist includes art gallery, rocking chairs, fireplace, courtyard garden, bike racks and drive-through book pickup

By [Doug Flanagan](#) | August 5, 2021 9:58 am | [comments](#)



Doug Flanagan/Post-Record Attendees look at sign boards during an informational presentation about the new Washougal library on Thursday, July 29. (Doug Flanagan/Post-Record)

([Doug Flanagan/Post-Record](#))

Doug Flanagan/Post-Record A sign marks the future home of the new Washougal library.

Doug Flanagan/Post-Record Hacker Architects employee Laura Klinger speaks during an informational presentation about the new Washougal library on Thursday, July 29.

Hacker Architects employee Tyler Nishitani speaks during an informational presentation about the new Washougal library on Thursday, July 29, 2021.

By the end of the day on Thursday, July 29, the informational sign boards that lined the interior of the Washougal Town Square were covered with a variety of brightly-colored Post-it notes containing a variety of handwritten comments about what local residents would like to see in Washougal's future library.



That kind of input is just what Fort Vancouver Regional Library (FVRL) leaders hoped to receive from the three public meetings they held to solicit feedback about their plans for the new facility, which they hope can be designed and built over the course of the next several years.



“It was a great day. It went really well,” FVRL executive director Amelia Shelley said after the final meeting. “We had a nice number of people come out from all parts of the community and got a lot of great ideas.”

Four employees from Hacker Architects, the Portland-based firm that FVRL selected in May to lead the conceptual and schematic design process of the new facility, delivered a presentation, then solicited questions and input from the attendees, who enthusiastically delivered their comments and observations via the sticky notes.



“There was a great mix (of participants),” Washougal Community Library manager Rachael Ries said. “There were several city council members at the first (morning) session, and in the afternoon sessions we had some really active parents show up with their kids. We got input from all the different demographics that we were hoping to hear from.”

Attendees offered a large number of suggestions, including school library integration, an art gallery, theatrical performance and music recording rooms, gender-neutral bathrooms, booth seating and rocking chairs, a drive-through book pickup window, wood interiors, bicycle racks, solar energy implementation, a courtyard garden area, oversized windows, “maker” spaces, and a fireplace.

“I think they’re excited for a usable space for the community that feels like it belongs to the community,” Shelley said. “I’m seeing a lot of people talk about comfortable space, quiet space, meeting room space. That’s what they’re looking for — that ownership of something they can use.”

In 2014, FVRL commissioned FFA Architecture and Interiors, a Portland-based firm, to put together a “building design pre-program” report for its proposed new facilities in Washougal, Woodland and Ridgefield. The report indicated that the 12,830-square-foot Washougal facility could hold 40,360 physical items and feature an 80-person dividable meeting room, a multipurpose kitchen, two multi-person study rooms, a 100-square-foot art gallery/exhibit area, four self-check machines, a copy center, 48 table seats, and staff facilities.

Hacker architect Marissa Jordan said that even though that study “was done with an eye on the future, we’re now in 2021, and we all know that a lot of things have changed and will continue to change.”

“The overall vision that we pulled from that was to create a venue for the exchange of ideas; a place for discovery, making, doing, learning, relaxing; (a place) for personal connections and relationships; and a place to celebrate ideas and creativity, connect people and enrich lives,” Jordan said. “We want to hear from all of you what still resonates and what needs to be added to that list and thought about a little bit more.”

Hacker will design Washougal’s new library with a forward-thinking approach, according to principal project manager Laura Klinger.

“One of the big changes in libraries in the last 10 years is for architects to design places for people and not for (objects), and really tailoring the design for people to come and interact with information in new, different ways (and take advantage) of all the different programs,” Klinger said. “They want to provide spaces for those pieces. We’re really thinking of them as places for people that have information and not the reverse — active, community hubs, places that are welcoming and energetic and provide lots of different options for different ages of people. Everybody can have a (good) experience and find something that they want.”

The July 29 meetings were part of the project’s “first phase,” which also incorporates “visioning and programming” and “site analysis,” according to Klinger, who added the firm is planning to engage with focus groups to gather more feedback and conduct additional public presentations after completing the initial design.

“(We’ll conduct) site research and try to understand the greater context about the environment around the building, but also the culture and history and landscape,” architect Tyler Nishitani said. “That’s what we like to ask at these meetings — what’s the experience from your perspective? What’s the history? What are the stories that we should keep in mind as we’re planning this? What cultural events do you take pride in? How do you (express your) joy about what it means to live in this community? We’d love to have as much feedback as we can about all of that stuff. We’ll do as much research as we can from Portland, but nothing really replaces the insight that you bring to this process.”

In 2019, the FVRL board of trustees set aside \$1.45 million in its capital reserve plan for the Washougal building. Fundraising efforts by the Friends of Washougal Library group have collected an additional \$282,000.

“We’re asked all the time, ‘What’s happening with the new building? When is it going to (open)?’” Ries said. “(People) want updates. There’s always questions about it. They’re really excited.”

Letter: Give picture books a look

 [columbian.com/news/2021/aug/06/letter-give-picture-books-a-look](https://www.columbian.com/news/2021/aug/06/letter-give-picture-books-a-look)

By Kay McMurry, Vancouver

Bravo, Jan Johnston. Her Sunday columns promoting titles at the Fort Vancouver Regional Library District have opened many doors for readers to explore books they hadn't heard about.

As a retired elementary school librarian in Vancouver, I applaud Johnston's summer columns featuring picture books. Too many times picture books are ignored because readers assume that they are only for young children. That's not true! Some picture books deal with topics that are most appropriate for readers age 10 to adult. Some are so much fun to read. Others are educational, too.

To get started exploring picture books, check out the work of Patricia Polacco, Andrea Davis Pinkney, Patricia MacLachlan, Gerald McDermott and Steven Kellogg. You will be surprised by what you find.

We encourage readers to express their views about public issues. Letters to the editor are subject to editing for brevity and clarity. Limit letters to 200 words (100 words if endorsing or opposing a political candidate or ballot measure) and allow 30 days between submissions. [Send Us a Letter](#)